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ACCOUNTS BRANCH, FISCAL DIVISION

I. FUNCTIONS

The Accounts Branch will:

1. Establish and maintain a centralized accounting control for all CIA [ ] funds. 25X1
2. Establish and maintain detailed accounting records for all CIA [ ] vouchered funds. 25X1
- 25X1 3. Obtain appropriation accounts and procedures information from General Accounting Office for CIA [ ]
4. Procure CIA funds from contributing agencies and deposit with Treasury Department.
5. Prepare and process requisitions for transfer of CIA [ ] funds from Treasury Department to the Chief disbursing officer. 25X1
6. Prepare and process requisitions for transfer of funds from the chief disbursing officer to overseas disbursing officers.
- 25X1 7. Review, code, and record accounting information covering obligation documents involving CIA [ ] vouchered funds.
8. Review and record expenditure documents involving CIA [ ] vouchered funds. 25X1
9. Make necessary reconciliation of accounts including receipts, disbursement, transfers, adjustments, and balances involving all vouchered and confidential funds appropriated for CIA [ ] internally and with Treasury Department and General Accounting Office. 25X1
10. Make reconciliation of vouchered and confidential fund payroll deductions for tax, retirement, and bonds with Treasury Department.
11. Bill individuals, firms, and other government agencies for amounts due CIA [ ] make collection and effect proper disposition of proceeds. 25X1
12. Effect accounting adjustments in CIA [ ] appropriations and funds. 25X1
13. Maintain allotment ledger accounts and prepare monthly financial reports covering all open appropriations for submission to Treasury Department and General Accounting Office as required by law.

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14. Prepare monthly status report on each allotment account for submission to CIA  operating officials.

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15. Prepare monthly analysis of appropriation status and monthly report of expenditures of sub-object for Budget Officer and such special reports as may be requested.

16. Maintain prescribed technical liaison with Treasury Department, General Accounting Office, Department of Defense, State Department, and General Services Administration.

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